

🛄 IT Support

Connectivity

Cloud

# HOW TO SET UP YOUR MFA BROWSER EXTENSION





## Introduction

In this guide, you'll learn how to set up and configure an MFA browser extension to work with your Microsoft 365 account.

## Step 1:

Log into www.office.com on your web browser, and sign in with your email address and password.

#### Step 2:

Once you're in, click on your user icon at the top right of the screen, and then 'view account'





## Step 3:

Next, click the 'Security Info' button located on the left-hand side of the screen. This will show you all of the current sign-in methods activated on your account.

## Step 4

Click 'Add Sign-In Method' and select 'Authenticator App' from the list.

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termination to the second sec	And the second of the second o	view Security info These are the retrictly you use to sign into your account or reed yo Default sign is method. Microsoft Authenticator - readilations Cla	er plansword. Ge	Add a method Which method would you like to add?
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## Step 5

You will then be given an option which is 'I want to use a different authenticator app'. Click on this and on the next prompt click next.

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6	Start by getting the app		
	On your phone, install the Microsoft Authenticator app. Dov	vnload now	
	After you install the Microsoft Authenticator app on your de	vice, choose "Next	•
	want to use a different authenticator app		
		Cancel	Next

## Step 6

At this point, you will need to open a new tab and go to the following link: <u>Authenticator Extension</u>.

Once you're on the web page, please select the blue option and add the extension to the browser you use.

It will take you to another page with a blue 'Get' option on the right hand side. Click this and then click the 'Add extension' option which will appear at the top of your screen.



## Step 7

You will want this extension to always be visible, so please click the jigsaw piece in the top right and then the pin.



#### Step 8

You now need to switch back to your Microsoft tab. You should have a QR code on your screen. Click the Authenticator icon in the top right and then the scan option that follows.



## Step 9

Scan the QR code and you sho<mark>uld get a message saying your account has been added. Click ok and then next.</mark>

## Step 10

You will then be asked to enter a code. Click on your authenticator icon in the top right and enter the code.



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